

TOWN OF NEWINGTON

TITLE: Facilities Maintainer

GRADE: LT-8

DEPARTMENT: Public Works-Facilities Management

DATE: 4/11/06 NTC Adopted

POSITION DESCRIPTION

Under the general supervision of the Director of Public works and/or Facilities Manager, performs semi-skilled custodial and facilities maintenance work throughout all Town-owned buildings. May work alone or as part of a team and is also responsible for routine custodial work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives oral and written instructions from Supervisor.
- Performs routine building maintenance projects such as replacing electrical outlets and switches, fluorescent fixtures and ballasts, fans, faucets, toilets; removing obstructions from drain pipes; painting; moving furniture, and similar projects.
- Repairs roofs, builds partitions, installs and repairs floors, and repairs doors and locks.
- Inspects buildings to assure conformance to established standards. Obtains materials and equipment needed to perform daily duties. Coordinates activities with departments and supervisor.
- May perform routine cleaning and custodial duties. Empties waste baskets, transports trash and waste to disposal area, as needed.
- Monitors the building's plumbing, electrical, HVAC, and other systems.
- Responds to unexpected events, such as toilet spills. Performs special projects, such as cleaning drainpipes on the roofs of all Town buildings.
- Removes snow from sidewalks and other areas, as required, up to edge of parking lot.
- Performs scheduled and unscheduled call-outs/overtime as needed.
- Moves furniture, supplies, and other items, as required.
- Orders supplies and materials. Maintains a small workshop with hand tools and equipment.
- May operate snow blower, lawn mower, pickup truck, and other grounds maintenance equipment.
- Performs work in a safe manner and observes all safety procedures. Operates and uses all tools, equipment and materials responsibly and performs basic inspection of them prior to use.
- Uses personal computer for email, word processing, time record keeping, daily work records, complaint tracking and resolution, inventory, ability to keep records and make reports etc. Fills out job forms as assigned.

ADDITIONAL JOB FUNCTIONS

- Performs other related tasks or duties as required or directed.
- Picks up and/or delivers mail to Post Office, as needed.
- May perform snowplowing duties with a pickup truck.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to excellence in customer service.
- Ability to recognize and locate conditions which require repair and maintenance work.
- Considerable knowledge of power tools, equipment and methods used in routine building and facilities maintenance and repair.
- Considerable knowledge of the work standards and safety procedures in building and facilities maintenance work.
- Considerable skill in the safe use of standard hand tools, power equipment, ladders and scaffolding.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Good ability to perform custodial work safely, effectively and efficiently with a minimum of direct supervision.
- Basic knowledge of building systems such as HVAC, electrical, plumbing and carpentry.
- Basic knowledge of personal computers, time record keeping, daily work records, complaint tracking and resolution, inventory; ability to keep records and make reports.
- Ability to work with or without immediate or direct supervision.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Sufficient stamina and good health to perform strenuous physical labor.
- Ability to access and reach difficult places.
- Must be able to stand and work for extended periods of time; ability to sit, climb or balance, stoop, kneel, crouch or crawl.
- Ability to move within Town buildings and facilities.
- Ability to push/pull/lift objects weighing 25 pounds or more.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to talk and smell.
- Ability to read and interpret basic instructions for operating tools and equipment.
- Ability to keep routine records and write basic reports.
- Ability to remember multiple tasks/ assignments given to self and others over extended periods of time.
- Ability to deal with standardized situations with only occasional new variables.

REQUIRED MINIMUM QUALIFICATIONS

- High school diploma or technical school education;
- Five (5) years of experience in building facilities maintenance work requiring the use of standard hand tools and power equipment; or
- An equivalent combination of education and qualifying experience.

LICENSE OR CERTIFICATE: A valid Connecticut driver's license.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date